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Functional Series 100: Organizational and Executive Management

ADS Chapter 106 – **Delegations of Authority and Orders of Succession during a National Security Emergency**

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ADS Chapter 106 – **Delegations of Authority and Orders of Succession** during a National Security Emergency

106.1 Authority

- \* **Federal Preparedness Circular (FPC) 65, July 26, 1999, issued by the Federal Emergency Management Agency.**

106.2 Objective

- \* To establish **emergency “alter ego” delegations of authority and orders** of succession for key positions for use during a national security emergency.

106.3 Responsibility

- \* **The** Assistant Administrator for Management (AA/M) is responsible for establishing orders of succession **and delegations of authority** in accordance with **FPC 65**.

106.4 Definitions - N/A

106.5 POLICY

- \* The following are the official Agency policies and corresponding essential procedures. In accordance with **FPC 65**, the Assistant Administrator for Management (AA/M) has established the following orders of succession, **delegations of authority** and general provisions for use during a national security emergency.

106.5.1 GENERAL PROVISIONS

- \* **a) The emergency delegations of authority and orders of succession in this chapter are effective when normal channels of direction are disrupted, e.g., the individuals who would have authority under normal delegations and orders of succession are not present.**
- \* **b) Officials succeeding to an office under an order of succession serve in an acting capacity and are authorized to exercise all of the functions and duties of the position, including the authority to redelegate.**
- \* **c) Officials exercising the authorities of a position under an “alter ego” delegation of authority are authorized to exercise all of the functions and duties of the position, including the authority to**

redelegate. But, the official is not the “acting” officeholder; he or she must act in their own capacity. For example, a Deputy Assistant Administrator authorized to exercise the Assistant Administrator’s authorities under an “alter ego” can exercise all of the Assistant Administrator’s authorities, but is not designated the “acting” Assistant Administrator. The Deputy Assistant Administrator exercises the Assistant Administrator’s authorities in his or her own capacity as a Deputy Assistant Administrator, not as acting Assistant Administrator.

- \* d) Under the Federal Vacancies Reform Act of 1998, 5 USC Sec. 3345-3349, orders of succession for presidentially appointed Senate-confirmed (“PAS”) positions must first be approved by the President which is not practical in cases of emergencies. Consequently, for PAS positions the Agency uses “alter ego” delegations, in this chapter in lieu of orders of succession. The USAID PAS positions are the Administrator, Deputy Administrator, Assistant Administrators (“AAs”) and the Inspector General (“IG”).

## 106.5.2 THE ADMINISTRATOR

The following **positions are delegated “alter ego” authority for the Administrator** in a national security emergency **and serve in the following order:**

- a) Deputy Administrator;
- b) Assistant Administrator for Management (AA/M);
- \* c) **Assistant Administrator for Program and Policy Coordination (AA/PPC);**
- \* d) **Assistant Administrator for Legislative and Public Affairs (AA/LPA);**
- e) Assistant Administrator for Global Programs, Field Support and Research (AA/G);
- f) Assistant Administrator for Africa (AA/AFR);
- g) Assistant Administrator for Asia and Near East (AA/ANE);
- h) Assistant Administrator for Europe and the New Independent States (AA/ENI); and

- i) Assistant Administrator for Latin America and the Caribbean (AA/LAC).

### 106.5.3 THE DEPUTY ADMINISTRATOR

\* The following **positions are delegated “alter ego” authority for the Deputy Administrator in a national security emergency and serve in the following order:**

- \*
  - a) **Assistant Administrator for Program and Policy Coordination (AA/PPC);**
  - b) Assistant Administrator for Management (AA/M);
- \*
  - c) **Assistant Administrator for Legislative and Public Affairs (AA/LPA);**
  - d) Assistant Administrator for Global Programs, Field Support and Research (AA/G);
  - e) Assistant Administrator for Africa (AA/AFR);
  - f) Assistant Administrator for Asia and Near East (AA/ANE);
  - g) Assistant Administrator for Europe and the New Independent States (AA/ENI); and
  - h) Assistant Administrator for Latin America and the Caribbean (AA/LAC).

### 106.5.4 ASSISTANT ADMINISTRATORS, HEADS OF INDEPENDENT OFFICES, AND OTHER KEY POSITIONS IN USAID/W

\* The following **positions are delegated “alter ego” authority for Assistant Administrators or succeed heads of independent offices and other key positions in USAID/W in a national security emergency and serve in the following order:**

- a) Deputy. In offices with more **than** one deputy, the designated senior deputy, followed by other deputies by seniority in terms of USAID service. If there is no designated senior deputy, the order is by seniority in terms of total USAID service.

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b) **If there is no deputy**, next level of management below the deputy level, e.g., Office Director, by grade of position, not personal rank of incumbent. If grade is the same, e.g. three Office Directors at the FS-1/GS-15 level, order is by seniority in terms of total USAID service.

106.5.5 MISSION DIRECTORS **AND OTHER KEY POSITIONS OVERSEAS**

\* The **order of succession** for mission directors and other **key positions** of USAID field posts in a national security emergency **is**:

\* a) U.S. Citizen Deputy. **If there is** more than one deputy, the designated senior deputy, followed by other deputies by seniority in terms of USAID service. If there is no designated senior deputy, the order is by seniority in terms of total USAID service.

b) **If there is no deputy**, U.S. Citizen at next level of management below the deputy level, e.g., Office Director, by grade of position, not personal rank of incumbent. If grade is the same, e.g., three office directors at the FS-1 level, order is by seniority in terms of total USAID service.

106.6 Supplementary Reference - N/A

**\*106.7 Mandatory Reference - N/A**

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## Glossary Terms for 106

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N/A